

Elizabeth Woodville School	
Policy Name:	Educational Visits Policy
Owner:	EVC
Statutory:	Yes
Date Ratified:	By Governing Body November 2020
Review date:	November 2021



COVID 19 - Addendum

We continue to follow the guidelines provided by the DFE as below:

Overseas educational visits

We continue to advise against overseas educational visits. This advice remains under review.

Domestic (UK) overnight educational visits

We continue to advise against domestic (UK) overnight educational visits.

The department recognises the enormous benefits overnight residential educational visits can provide for children.

In February 2021, we will review the possibility of changing our advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change.

This advice will therefore be reviewed and updated again in February 2021.

Taken from Gov.uk

Guidance for full opening: schools

Updated 26 November 2020

EWS

Non-overnight domestic educational visits

As a school we have not provided any educational visit opportunities since September 2020.

Should any visit be planned whilst coronavirus is still a major concern, we should undertake full and thorough risk assessments in relation to all educational visits to ensure they are planned and carried out safely and in line with relevant national and local restriction tier guidance protective measures, such as keeping children within their consistent group and any coronavirus (COVID-19) secure measures on transport and at the destination.

Organisers should consult the health and safety guidance on educational visits when considering visits and make sure that the appropriate insurance arrangements are in place.

Purpose

A broad programme of visits and journeys enriches and extends students' experience 'beyond the school gate'. This policy and procedures lays out the demanding standards that must be met in organising safe, well managed educational visits.

Policy Statement

It is the School's policy to support the enrichment of students' education through visits (one day) and journeys (involving an overnight stay) to locations and places of interest outside school. These programmes include course components, which are required by Examination Boards; visits/journeys with other clear links to the curriculum; visits/journeys abroad; sporting fixtures; adventurous activities and recreational activities.

Furthermore, it is the School's expectation that all visits and journeys will be well planned; have particular regard to equal opportunities for the inclusion of all students, health and safety requirements with detailed risk assessments being carried out; be led by employees with appropriate experience and training; and approved in advance in accordance with the agreed procedures contained in this policy.

Where required appropriate training should be sought to support and underpin the policy. It is the Schools' responsibility to ensure access to competent advice and guidance and to establish suitable systems for managing school visits and journeys.

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1. Introduction

1.1 Relevant Legislation

Under the Health and Safety at Work etc. Act 1974 employers are responsible for the health, safety and welfare at work of their employees. Employees are also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone also on the premises or anyone who may be affected by their activities. This includes participants in offsite visits.

The Management of Health and Safety at Work Regulations 1999, made under the 1974 Act, require employers to:

- assess the risk of activities
- introduce measures to control those risks; and
- tell their employees about these measures.

Also under the Health and Safety legislation employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers over safety matters;
- carry out activities in accordance with training and instruction;
- inform the employer of any serious risks.

These duties apply to all Educational Visits. Staff members and other adults in charge of students also have a common law duty to act as any reasonably prudent parent would do in the same circumstances.

The following quote comes from Croner's Head's Legal Guide (Sep. 2002):

"School journeys and educational visits are an extension of school activities. Teachers and, by extension, other adults responsible for supervising students taking part in journeys and visits must be expected to act towards the pupils as a careful parent would towards his or her students in similar circumstances. It is a professional duty, included in the School Teachers' Pay and Conditions Document, for a teacher to maintain the good order and discipline of pupils and safeguard their health and safety, not only in school, but also when they are taking a party in authorised activities elsewhere. In the case of a journey, they are responsible for the pupils in their care 24 hours a day, seven days a week. The responsibility is not lessened because the duty is undertaken voluntarily. In all cases where the teacher has accepted the care of the student, he or she must take responsible precautions for their safety. School rules should still be applied to ensure the discipline and control of the pupils".

1.2 Definitions

Visit: An activity or activities for students away from the school with no overnight stay.

Journey: An activity for students either at the school or away from the school involving an overnight stay.

Educational Visits Co-ordinator: Appointed by the Headteacher to have an overview of all aspects of visits and journeys.

Organiser: The staff member at the school who is responsible for the preparation and planning of a visit or journey.

Party Leader: The party leader or teacher in charge who is responsible for the supervision and safe conduct of a group of students on a visit or journey. On many visits/journeys, the leader may also be the organiser.

Staff Member: A qualified teacher on the staff of the school, or in exceptional circumstances, a member of the school's extended workforce who has the relevant experience and qualifications, e.g. teaching assistant.

Other Adult: A responsible adult over 18 who is employed by the school but has undergone the necessary safety and is deemed to be an appropriate person to support the visit or journey, e.g. parents, students undergoing initial teacher training.

Outdoor Investigations: Student led/teacher guided observations and data gathering away from the school, e.g. geography field trips.

High risk environments: Examples are:

- activities in mountainous areas
- work at the base of cliffs;
- activities near water with no life guard cover;
- activities in difficult terrain;
- activities in areas subject to rapid change in weather conditions.

Pupil /student: This is taken to include all young people on a visit who are under 19 whether or not they are on the roll of the school unless they are a designated 'other adult'.

Parent: This means parents, carers and guardians.

Activity Centre: Any centre / venue that provide activities for students/ adults or facilitates such activities through third party providers

Adventurous Activities: These are activities which carry a degree of risk. The risks may be inherent in the activity or the location, or where the activity is vulnerable to changes in the weather. The activity may involve the acquisition of specific skills and normally involves the use of specialist equipment and specialist instruction. Further guidance can be found in section 4. For the purpose of the policy adventurous activities is taken to mean both licensed activities and non-licensed activities.

1.3 Use of Guidelines

The Headteacher, Educational Visits Co-ordinators (EVC), organisers and others should consult this document bearing in mind the main characteristics of the activity with which they are concerned. However, it should always be borne in mind that each activity is unique and both generic and specific risk assessment is essential.

This document has been made as comprehensive as possible. It is inevitable however that matters will arise that are not addressed and these should be referred to the school EVC.

Some additional relevant guidance is listed in appendix 1.

1.4 Responsibilities

The responsibilities set out in these guidelines are summarised below.

Governors and Trust

- To approve the Educational Visits policy
- To reviews of the operation of the Educational Visits policy
- Chief Executive Officer
- To establish policy/standard for the school, including procedures for the approval of visits/journeys and appropriate guidance and recommend these to the Governors and Trust
- To review all category A Educational Visits
- To undertake incident investigations where deemed necessary

Headteacher

- Manage all visits and journeys in accordance with the policy/standard set by the School
- Appoint an Educational Visits Co-ordinator (EVC) for the School and ensure that they are appropriately trained
- Approve all category B trips and to have an internal approval system in place to ensure all journeys are adequately managed.
- Undertake incident investigations where deemed necessary

Educational Visits Co-ordinator (named in Appendix 2)

- Liaise with the Headteacher to ensure that educational visits meet the Schools' requirements including those of risk assessment.
- Assist the Headteacher in coming to decisions
- Liaise with the Schools' Health and Safety Officer to ensure risks are properly assessed
- Ensure the deployment of competent staff to the leadership of visits/ journeys
- Assess the competence of other adults proposed for a visit. This will commonly be done with reference to accreditations from an awarding body. It may include practical observations or verification of experience.
- Encourage the training of leaders and other adults going on a visit. This will commonly involve training such as first aid, hazard awareness, etc.
- Organise thorough induction of leaders and other adults taking students on a specific visit / journey.
- Ensure that Disclosure and Barring Service checks are in place as necessary.
- Work with the group leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit/journey.
- Keep records of individual visits including reports of accidents and 'near misses'.
- Review systems and, on occasion, monitor practice.
- Review on a regular basis all risk assessments

Organiser

- Complete journey / visits risk assessments
- Establish emergency procedures for journeys / visits
- Submit for approval school journey risk assessments and application form
- Brief teachers and supervisors in risk management procedures and controls
- Liaise with parents where necessary
- Ensure that all parent consent forms are completed and returned
- Pass on key information to the Head and EVC

Party Leaders

- Actively lead and manage school journeys / visits
- Briefs students about tasks and behaviour expectations
- Report and record all accidents on the journey / visit
- Implement the controls identified within the risk assessment and report any shortcomings to the EVC/ Organiser immediately.
- Share the content of the risk assessment with other adults / staff members attending the journey / visit and give advice/ instruction as necessary

1.5 Assessing Competency

It should be noted that the member of the school staff designated as the EVC should be specifically competent. This also applies to anyone planning or review school journeys. The level of competence required will relate to the size of the school and the types of educational visits/journeys proposed. Evidence of competence may be through qualification and/or the experience of practical leadership over many years of outdoor education.

It is clear that each trip or journey carries its own unique risks and requirement. For low risk trips it may be necessary to look for the following attributes in school journey leaders / organisers:

- Experience in running similar activities
- Knowledge of the students' specific needs
- Understanding of the school journey management system
- A positive approach with the good leadership aptitude for school journey management

For higher risk activities and some school journeys you may require the additional attributes:

- Qualifications in activities to be undertaken
- Thorough knowledge of activity
- Comprehensive experience
- Strong leadership skills
- Adept at dealing with emergency situation
- Effective communicator
- Multi lingual abilities

In addition to the general competencies of staff undertaking school journey leadership, the role of party leader is crucial to a successful and safe visit/journey. The choice of a party leader is, therefore, a key decision.

- A party leader will be a qualified staff member with experience and training appropriate for the visit/journey.
- A deputy party leader should be nominated at the start so that they can, if necessary, take over from the party leader either during the planning stage or during the visit/journey itself, and be fully knowledgeable of all aspects of the journey.
- If a party is split into groups, it must be clear who is in charge of each group. This also applies for multi-school or cross trust activities.

1.6 Application Process & Journey Categories

To ensure that risk assessments are completed and that appropriate controls are implemented the School is required to review all high risk activities. High risk activities are all those falling under category A below.

Permission to conduct an Educational Visit will be granted by the Trust CEO (for category A) or Headteacher or delegated person (for Category B). The approval form is attached to this policy.

Category A:

This is the high risk category where the Trust may be required to review and actively manage school risk management in cooperation with the school journey planners and EVC. All Category A journeys are subject to formal approval by the TBC.

The Organiser is responsible for ensuring that risk assessments have been carried out and submitted at least six weeks (during term time) in advance together with a copy of the application form.

The School must send through the completed application form and risk assessment to the Headteacher who will pass this on to the Chief Executive* who will review and acknowledge the risk assessment and email back with formal approval.

Category A Journeys include:

- Journeys involving an overnight stay either at or away from the school, in this country or abroad.
- Visits to activity centres.
- Day visits involving activities near water (E.g. River, lake, canal), coastal or high risk areas i.e. mountainous areas or other such adventurous activities.
- Swimming in the ocean or swimming pools where lifeguard cover is not provided

Category B:

Category B is deemed to be all lower risk visits where no formal external approval is needed other than insurance confirmation. The School will actively manage category B visits in house, completing risk assessments in the same manner as they would category A journeys and trips. For category B

trips a copy of the risk assessment can be approved by the EVC/ Headteacher or other designated competent person within the school.

The Organiser is responsible for ensuring that risk assessments have been carried out and submitted to EVC at least six weeks (during term time) in advance together with a copy of the application form.

Category B visits tend to include:

- Visits to exhibitions, museums, theatres, libraries
- Visits involving activities or fieldwork not near water
- Local surveys
- Sports or recreational events
- Swimming in designated swimming pools with qualified lifeguard supervision

2. PREPARATION AND PROCEDURES

2.1 Aims and Objectives

All visits and journeys should have clearly set out aims and objectives with activities (whether educational or recreational) which are suitable to the age, aptitude and experience of the students.

It is important that the aims and objectives are known and understood by both students and parents/carers.

2.2 Criteria for Planning

The following criteria should be used by the organiser for planning visits/journeys. The CEO and Head should also be aware of the criteria when considering approval. A checklist is included with this policy.

- Has the visit/journey a clear purpose?
- Are activities suited to the age, aptitude and experience of the students?
- Is the preparation and planning satisfactory?
- Have steps been taken to ensure that accommodation, facilities and transport are of an acceptable standard?
- Does the visit/journey involve adventurous activities?
- Are staff suitably qualified and/or experienced in the activity or activities concerned?
- Do the activities involve students working without direct supervision?
- Is there adequate supervision for the duration of the activity?
- Has adequate insurance cover been obtained?
- Have adequate procedures and channels of communication been set up for the visit/journey?
- Have all the necessary financial arrangements been made?
- Have parents been appropriately briefed and parental consent forms been obtained?
- Has approval been obtained from the Headteacher/Trust? Are procedures in accordance with charging and remission policy?
- Has an Emergency Plan been formulated and communicated to all involved?

- Has a system of collating essential paperwork and documentation been put in place, and is it updated regularly?
- Is there adequate qualified first aid/medical supervision in place for all parts of the journey/visit?

2.3 Supervision and Staffing Ratios

Staffing ratios will need to be set for each visit/journey. The level of cover required is based on risk assessment and takes into account:

- i. the nature and duration of the activity;
- ii. the ages and characteristics of the students -particular regard will need to be given to students with special educational needs;
- iii. the skills and experience of the teachers;
- iv. the availability of external assistance;
- v. The competence and behaviour of students
- vi. particular factors arising from preliminary/or past visits and risk assessments

It is not possible to set staffing ratios which cover all situations. The school has, however, established indicative ratios for visits and journeys which should normally be regarded as minimum requirements and should be considered as part of the risk assessment. These supervision ratios are taken from DFE guidance but it must always be remembered that minimum requirements should never automatically be regarded as the appropriate level of supervision. For example circumstances may require that for a particular visit or journey adult student ratios of 1:8 or even 1:1 are appropriate depending on the needs of the group and the nature of the visit.

Organisers need to exercise flexibility and professional judgement on all occasions; this applies particularly in the areas of risk assessment. High standards and safety remain paramount and if an activity cannot be appropriately staffed it should not take place.

The ratios, set out below, comprise staff members and other adults who can be teachers or responsible adults such as non-teaching staff, parents and students undergoing initial teacher training, etc.

It is best to avoid taking members of staff's children on a visit or journey, but if this is unavoidable, they should not be in the same group as their parent. It is also paramount that the school chooses only leaders it feels are suitable for the trip / journey to be undertaken.

- i. Journeys, sleepovers in school and visits abroad –Category A
- ii. Supervision will need to cover 24 hours a day and all staff members and other adults must be aware of this fact. Providing adequate cover can be maintained, staff may have “time off”. However, communication systems must ensure that all staff are contactable at all times. At least one member of the on-duty staff should be acting as Party Leader at that time with the necessary qualification/experience for undertaking the responsibilities of that role. It should be remembered that an off-duty adult could be called on-duty in an emergency at any time. An off-duty teacher or supervisor should therefore not consume alcohol which impairs their ability to act in a supervisory manner or impair their judgement in any way.

iii. There must always be a minimum of two staff members on journeys involving an overnight stay. Particular attention should always be given to staffing arrangements on those journeys where it is proposed that teachers will be outnumbered by volunteers, e.g. in terms of the knowledge of and familiarity with the students.

iv. Mixed groups of boys and girls should be accompanied by male and female teachers. Where this is not possible, parents should be consulted in advance.

v. Staffing levels must always take into account how emergency situations will be managed and this should include the need for a student having to be sent home. It should be ensured that the staffing ratios are not reduced to avoid jeopardising the safety of the remaining students.

Journeys –Category A RESIDENTIAL in or outside the UK

For trips involving an overnight stay –ratio 1: 15 + 1

Students	No. of Adults	Teachers	Other adults
1 - 15	2	2	1
16 - 30	3	2	1
31 - 45	4	2	2
46 - 60	5	2	3
61 - 75	6	3	3

Consideration should however be given to the nature of this category of journey and the Headteacher will adjust numbers to reflect the level of risk and supervision required.

Note: The minimum number of staff members on any Category A journey must be two. Drivers cannot be counted in the ratio.

Visits/Journeys –Category B

For Day trips –ratio 1:15

Students	No. of Adults	Teachers	Other adults
1 - 15	2	1	1
16 - 30	2	1	1
31 - 45	3	1	2
46 - 60	4	2	3

61 - 75	5	2	3
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Students with special needs

The Headteacher/ Educational Visits Co-ordinator/ SENCO need to agree with the visit/journey leader the ratio of adults to students taking into account the individual needs of the students, and the nature of the visit/journey.

Supervision during transport

To ensure that the driver of a minibus or coach be able to undertake their duties as a driver they must not be counted towards the staffing ratio.

Driver supervision may be sufficient if students (Key Stage 3 – 4) are being taken on a short journey as part of a local sport fixture.

Further guidance can be found in appendix 1–Supervision Requirements for Sport Fixtures

Students not under Direct Supervision

The proposal for any individual student to undertake an activity independently without direct supervision needs to be properly assessed in terms of their skills and experience. Parents should always be fully informed of the aims and objectives of this independent work and have signified their agreement to it as part of their consent to the visit/journey.

Dismissal of Students Off-Site

The dismissal of students off-site at the end of a visit/journey must be cleared in advance with parents as part of their consent to the visit/journey. No students must be left on their own following a visit if the parents are expected to collect their student.

2.4 Disclosure and Barring Service Checks (DBS)

DBS checking of staff and volunteers for visits must be consistent with the procedures in the Appointment Policy.

2.5 First Aid, Health and Medical Needs

First Aid

The level of requirement for first aid should be ascertained through risk assessment. However, it is essential that there should be a staff member or other adult who has an up to date qualification. Refer to the First aid section of the School Health and Safety Manual for appropriate qualifications

First Aid Kit must be taken on trips –obtainable from Reception or Colleges

Medical Forms

A medical form must be used on all types of journeys and one copy of the form should be issued to and completed by parents before the journey.

Students with specific medical needs, e.g. epipens, should be treated as if on a Category A journey for any visit or journey and medical information taken with the staff member, who should be trained, confident and willing to administer the medication as required.

Medication

Refer to the Medical Treatment of Students

Nearest Doctor/Hospital

The name, address and telephone number of the nearest doctor, dentist and hospital with an accident and emergency unit needs to be known in advance of any journey.

Special Diets

Information about special diets is requested from parents on the medical form, and should be communicated in advance to the journey centre and confirmation received that all dietary needs can be catered for.

Infectious Disease

- i. Teachers should acquaint themselves with the infectious control procedures document held by all schools and should be conversant with procedures related to on HIV. This should also include head lice. No student should be excluded for this reason. If these develop on a journey, students should be encouraged to wash their hair and use conditioner if they have it. Parents should be informed on return from the journey.
- ii. It is of the utmost importance that students should be closely watched and any student showing signs of ill health should be isolated at once and the doctor called, especially if any abnormal condition of the skin appears (i.e. rash, eruption, roughness or peeling). This also applies to sickness and diarrhoea.
- iii. The doctor should be told if any infectious illness is known to be prevalent in the student's home district so that he/she may (if necessary) call in the assistance of the local consultant in communicable disease control.
- iv. In the event of an outbreak during or following a trip, the consultant in communicable disease control (Health Protection Agency) may be asked to investigate.

Emergency Treatment

The medical form asks parents to agree that, in the event of an emergency, students may be given any treatment necessary. In such an event, parents should, if possible, be contacted by telephone. It is important however that any person giving such treatment is qualified to do so. (Please refer to First Aid section 5.1)

Health Issues and the Environment

Party organisers and leaders need to be aware of the wide range of health considerations which are posed by the environment, such as heat and sunstroke. These kinds of questions are addressed

particularly in the guidelines in 'Risk Assessment and Management'. However, it needs to be understood that advice on these issues cannot be, and is not intended to be, comprehensive.

Accident Report Forms

An accident report form should be completed as soon as possible for any accident which occurs on a visit or journey. You must also ensure that you report any accidents to the venue /centre where they occur.

See School Health and Safety policy for the relevant form.

It is good practice to take a blank copy of the accident report form on the journey. This will enable staff to capture the correct information quickly and easily.

2.6 Communication and Information

- The party leader must take a school mobile on all visits/ journeys
- Reception must be advised of departure, return time, the coach company name, number and numbers and names of students and staff.
- Lists of students must be published at least a week beforehand
- A named contact from the Leadership Team will be nominated. The named contact will have details of the students involved, contact trees, travel time and arrangements etc.
- A day and evening contact telephone numbers for parents must be obtained
- A contact tree should be drawn up of parent's telephone numbers to enable quick communication where necessary

3. Risk Management

3.1 Risk Assessment and Management

Organisers and everyone concerned with visits and journeys should always give prime consideration to matters of safety and follow guidance in statutory, School and other health and safety policies.

The safe completion of an activity requires:

- i. the identification and assessment of potential dangers;
- ii. the management of activities to minimise risk.

Key elements of this approach include:

- i. the assimilation and prudent application of guidelines;
- ii. the experience and training of organisers and supervisors;
- iii. the exercise of sound judgement in relation to individual circumstances;
- iv. the use of safety checklists - a number of generic checklists for transport and accommodation are provided. Leaders can adapt these for their own use and draw up others to cover activities or situations in which they are regularly involved.
- v. a transparent and effective system of communication between all staff members and other adults e.g. a list of all relevant mobile and essential telephone numbers given to all prior to the journey/visit, awareness of areas where mobile signals are weak or available only to certain networks.

Risk assessment is nothing more than a careful examination of what could cause harm to people. It can then be decided whether everything reasonably practicable has been done to prevent harm.

The organisers of each visit and journey should assess risks when planning journeys and visits. The risk assessment should be an ongoing process undertaken by accompanying staff, in liaison with staff providing any services throughout the journey/visit. The risk assessment should be based on the following considerations:

- what are the hazards;
- who might be affected by them;
- what safety measures need to be in place to reduce risks to an acceptable level;
- can the group leader put the safety measures in place;
- what steps will be taken in an emergency, e.g. road traffic accident, member of staff being admitted to hospital etc.

Organisers need to list all the activities that are part of the entire journey or visit e.g. travel; sleeping arrangements etc. and complete an assessment for each. These assessments for Category A journeys and visits need to be sent to the EVC with the relevant form six weeks in advance during term time.

Risks should be assessed LOW, MEDIUM and HIGH taking into account:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of school supervisory staff;
- the ratio of competent, experienced and qualified centre staff to students;
- the age, competence, fitness and temperament of the students;
- seasonal conditions, weather and timing;
- the controls put in place.

LOW

No additional action required only basic controls. Monitoring required ensuring that controls are maintained.

MEDIUM

Action should be taken to reduce the risk through improved control measure

HIGH

The activity should not take place until the risk has been reduced.

- It should be ensured that issues identified by the exploratory visit have been resolved within the risk assessment.
- Organisers carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visits/journeys, with details of the measures they should take to avoid or reduce the risk. The Headteacher should also be given a copy as appropriate to the category of the visit/journey and who gives approval. It can then be seen that effective planning has taken place.

- Frequent visits to local venues such as swimming pools may not need risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place.
- It is the duty of the provider e.g. school journey centre to issue risk assessments for specific activities and on site arrangements and these are usually obtained through their website.

Programme Planning

When drawing up a programme of activities, organisers will want to bear in mind the duration and intensity of the activities; the age and experience of the students; and the need for breaks and relaxation for both students and supervisors. The more strenuous the programme, the more rest and sleep students will need. Programmes should be flexible and capable of being changed should circumstances require this.

Head Counts

A programme of activities should include specific requirements for the frequent checking of student numbers, i.e. head counts. This should be done every time there is a transition.

Preliminary Visit

Accurate knowledge of accommodation, facilities and the local environment are essential if the destination has potential hazards such as the sea, lakes and waterways, uplands and mountains, etc. Where a school has not had previous experience of a particular venue, the Headteacher is likely to consider a preliminary visit to be particularly important. It may also be necessary where a venue has been used previously but where a journey has a new leader. Preliminary visits can also be used to consult local support agencies such as coastguards, mountain rescue and the police. In cases where a preliminary visit is impracticable, e.g. a location abroad, planning will need to be done using the most authoritative information available.

A preliminary visit checklist is attached to this policy.

Evacuation Drills

On arrival at a residential venue, supervisors should instruct students about means of escape and a fire drill should be carried out. A note of this should be made in the school journey log.

3.2 Students

- i. In many cases, the aims and objectives of a visit/journey will build naturally on work already being undertaken in school and will lead to follow up work on return.
- ii. Students need to be clear about all the activities, in which they will be involved (travel, accommodation and projects, etc.). They should also be clear about behaviour, codes of conduct, supervision and safety.
- iii. Students need to be clear about actions which will be taken in respect of breaches of codes of conduct and (in extremes) that they might be sent home early.
- iv. Briefings for students should be on at least a daily basis and more frequently if necessary.
- v. All students must know what to do if they become lost or separated.

- vi. Leaders should make rules as to how mobile phones should be used, particularly in an emergency. Whilst they can be very useful to keep in touch with staff where students are working on outdoor investigations, etc., they must not be used by students to communicate information in the event of an accident until the parents of the students concerned have been notified either by the police or the school. The school and parents must also be aware that the school cannot take responsibility for loss or damage to items of non-essential electrical equipment (as indicated on the parent consent form).
- vii. Staff members and other adults who have not previously come into regular contact with students should acquaint themselves with individual students and be aware of their characters and needs.
- viii. The School would expect the ethos of visits and journeys to build on its established approach to equal opportunities through the provision of educational enrichment for all students.

3.3 Parents

General Principles

- i. Parents should always receive written information about visits and journeys.
- ii. The written information must provide a clear and detailed description of the arrangements for the visit/journey and the activities, including any hazardous activities which will be followed.
- iii. Written consent and medical details must always be obtained from parents before students participate in journeys. It should be drawn to their attention that on the consent form they have agreed that, in exceptional circumstances, such as unacceptable behaviour, it may be necessary for their student to be sent home or collected and they would be liable for the expense.
- iv. The timetable for parents' involvement should be such that there are opportunities (should this be necessary) for consultation and the resolution of queries.
- v. For most journeys, there will be a need for a parents' evening where parents can meet the party leaders, staff members, other adults and supervisors. Organisers will need to consider what alternative arrangements can be made for parents who are not able to attend such evenings. This could be in the form of a frequently asked questions list.
- vi. The information provided for parents should not include any disclaimer(s) which attempts to absolve organisers from responsibility. Such disclaimers have no legal foundation or value.
- vii. Parents need to be aware of the standards of behaviour expected and the consequences of those standards not being observed see (ii) and (iii) above. Where the behaviour of a student is such that a decision has been made that they should not take part in a visit/journey, the curricular aims of the visit/journey should be fulfilled in other ways. This decision should come as no surprise to the parent as they should have been kept fully informed at all times of their student's behaviour leading up to the exclusion.

The Special Educational Needs and Disability Act (Senda) 2001: Organisers should make all reasonable adjustments to the journey/visit plans to enable all students to participate even if this means using a different venue to one they have used for many years. It should be noted that if such adjustments are not made then a school could be liable if they are found to be discriminating against an individual student who could be deemed to have a disability.

If a student is supported by a peripatetic learning support assistant, schools should contact the relevant person as early as possible to discuss staffing issues.

Specific Considerations

- i. Supervision - It will be necessary to consult parents in advance where it is proposed that mixed groups of boys and girls will not be accompanied by male and female staff members/supervisors.
- ii. Information and briefing for parents should always pay attention particularly (where appropriate) to dismissal of students off site at the end of a visit/journey and this must be cleared in advance as part of their consent.
- iii. Serious accidents/illness - Almost inevitably serious accidents and illness on visits/journeys will need to be reported to parents by telephone. The Schools will have a critical incident policy which should be taken on the journey and procedures known by all staff.
- iv. Communications between students and parents - Suitable arrangements need to be made in advance about notification of safe arrival and any other contacts that may be required. Schools will normally nominate a contact person in the home area who will be responsible for receiving and cascading information according to a previously agreed system.
- v. Over-subscription of places - If there is an over-subscription of places, the procedures for selection should be agreed with the Headteacher and EVC, and published to students and parents in advance.

3.4 Record Keeping

Journeys

- i. The leader should maintain a school journey log which should be submitted to the EVC on return. As well as simple diary entries and administration of medicines, all incidents, including accidents, illness and individual problems, should be recorded. Whilst on the journey a list of all current emergency contacts for every student and staff member should be kept with the log.
- ii. All records in relation to a journey should be kept by the school for a minimum of three years. This includes risk assessments, itineraries, letters to parents, consent forms and financial records.
- iii. If there has been an incident on the journey which could give rise to a claim it is essential that the records be kept until the student concerned reaches the age of 21 as a claim can be made up until that time.

Visits

- i. No formal log is required for visits, although the Headteacher would want to have an immediate written account from the leader of any particular incident(s).
- ii. All records in relation to visits should be retained in the same way as for journeys

3.5 Transport

Guidance on the use of School Minibuses is contained in the Health and Safety policy. On public transport, pre-booking seats avoids the need to split groups. Further advice on the use of public transport is given in the separate guidelines. Further guidance on insurance related issues can be found elsewhere in this policy.

3.6 Alcohol

It is the responsibility of the school journey leader to ensure that staffing ratios are maintained at all times, and that those on duty consume no alcohol at all. Those staff who are off duty should consume amounts within the legal limit for driving a vehicle.

4. Advice on particular categories of activities

4.1 Activity Centres & Licensing Requirements

Licensed Activities Centres

The Adventure Activities Licensing Scheme is a Government sponsored scheme, which was introduced in 1996 under the Adventure Activities Licensing Regulations. The scheme ensures that those who provide certain adventure activities to young people under the age of 18 years will have their safety management systems inspected. Where appropriate, a licence is then issued. As from the 1st April 2007 responsibility for implementing the regulations was transferred to the Health and Safety Executive (HSE). Additional information is available. See Appendix 1.

The following activities require that the centre / venue hold a valid licence.

CLIMBING	WATERSPORTS	TREKKING	CAVING
Rock climbing	Sailing	Hillwalking	Caving
Abseiling	Sailboarding	Mountaineering	Pot-holing
Ice climbing	Windsurfing	Fell running	Mine exploration
Gorge walking	Dragon boating	Orienteering	
Ghyll scrambling	Kayaking	Pony trekking	
Sea level traversing	Canoeing	Off Road Cycling	
	Windsurfing	Skiing	
	White-water rafting	Off-piste skiing	
	Wave skiing		

- Local authorities are treated in the same way as other providers in that if they offer facilities for adventure activities regardless if payment is received or not.
- Local authorities do not need a licence for facilities for adventure activities they offer free of charge.

A licence is not required for:

- Voluntary associations offering activities to their members, (e.g. scout groups, local canoe clubs, etc.)
- Schools and colleges offering activities only to their own students or students.
- Activities where youngsters are each accompanied by their parent or legally appointed guardian. (Does not include teacher or youth leader).

4.2 Swimming Activities

Swimming or paddling in the ocean & swimming pools

Swimming and paddling in the ocean or other natural waters including swimming pools are potentially hazardous activities for a school group. They should only be allowed as formal and supervised activities, preferably in recognized bathing areas which have official surveillance i.e. qualified lifeguard cover.

The group leader, or another designated teacher in the group, should hold a relevant lifesaving award where lifeguard cover may not be available.

The group leader should assess the risks and consider an appropriate safe supervision level for their particular group before the activity takes place.

The group leader should:

- be aware that many students who drown are strong swimmers
- ascertain for themselves the level of the student's swimming ability
- be aware of the local conditions - such as currents, weeds, a shelving, uneven or unstable bottom - using local information from the lifeguard, coastguard, harbour master, police or tourist information office
- designate a safe area of water for use by the group
- be aware of the dangerous effects of sudden immersion in cold water
- be aware of the dangers of paddling especially for young students;
- ensure that students have not eaten (at least half an hour) before swimming;
- ensure the activity is suitable for the students, especially any with disabilities;
- adopt and explain the signals of distress and recall.

Additional specialist advice is available. See Appendix 1.

4.3 Overnight stay

Organisers/Leaders are reminded, particularly of the need for:

- preliminary visit;

- means of escape/fire drill;
- security of cash/equipment;
- daily briefing for students;
- hospital/doctor – address and telephone number.

4.4 Sleepovers in Schools

The following advice has been given by the following emergency services:

Fire: The Fire Brigade advise that for sleepovers in schools there is no special provision except normal fire precautions – alarms, extinguishers etc. It is however strongly recommended that there is an adult awake at all times. Also that there must be adequate space between the ‘beds’, sleeping mats or similar.

Police: It is recommended that on the actual evening of the event the local police Control Room should be notified of the event.

The administration of medication on sleepovers should be in accordance with the School’s Medical Treatment of Students policy.

4.5 Extra-curricular Clubs / Sports Fixtures

Where activities such as chess competitions, football matches or swimming take place away from the school site, they should be governed by these guidelines. If adventurous activities are involved, then consult the relevant guidelines.

One of the distinguishing features of these types of activities is that they are often arranged in the form of termly programmes. It is, therefore, acceptable when preparing and planning for them, to do so on a “block basis”. This could cover such areas as approval procedures and information for parents. Where this happens, it is, of course, important to update parents about changes to the original programme.

The party leader of mixed sex activities should try to ensure that both male and female adults are in attendance and available to supervise students using changing rooms and showers.

Where it is not possible for male and female teachers to accompany a mixed party, the party leader should ensure that a responsible adult of the other sex (e.g. a sports centre supervisor or swimming pool attendant) is available to help with any particular problems or emergencies.

Parents should be informed of these arrangements in advance.

4.6 Outdoor investigations

Guidance on Investigations Carried Out in Particular Locations

Visits/Journeys may be undertaken for the sole purpose of carrying out an investigation or an investigation may form part of a broader programme of activities. In either case, hazards and adventurous activities may also be involved. Those planning investigations will, therefore, need to bear in mind not only the specific information contained in this section but also the more general guidance which relates to visits and journeys (in this country and overseas).

The nature of some investigations may mean that more stringent supervision and staffing ratios will need to be considered.

4.7 Farm / Zoo Visits

Farms can be dangerous even for the people who work on them. Taking students to a farm should be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food poisoning and other infections. Check that the farm is well-managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. Consider the merits of an exploratory visit.

There are some basic safety rules.

Never let students:

- place their faces against the animals or put their hands in their own mouths after feeding the animals;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;
- play in the farm area.

Additional specialist advice is available. See Appendix 1.

4.8 Urban Visits

Roads/Pathways/Crossings/Railway Crossings

- Staff members should be fully conversant with the relevant section of the Highway Code. Check online www.thinkroadsafety.gov.uk/arrivealive/greencross.htm
- Students should walk two abreast or in small groups of two or three with adult supervision at the front and rear.
- All students should know the green cross code.
- Pedestrian crossings should be used whenever possible.
- Crossing should be avoided near corners and bridges. Junctions should be avoided except where crossing at a junction improves sight lines of oncoming traffic.
- Staff members have no authority to stop traffic.
- Particular care should be taken in wet weather, in poor daylight or darkness and light coloured or fluorescent/reflective clothing should be worn.
- Students should show consideration to other users of footpaths.
- Where there are particular hazards, police advice should be sought.

4.9 Shopping Centres

- Group size needs to be carefully considered. Visits by large groups should be agreed with the shopping centre management.
- A special briefing should be given on shoplifting and receipts obtained for all purchases.

- A briefing regarding security and stranger danger should take place

4.10 Students Working in Small Groups

Where it is considered appropriate and safe for students to work and carry out investigations in small groups it is advisable that this should not be in groups of less than three. In such cases students must be given a rendezvous time and meeting up point before dispersal.

4.11 Staff & Student Identification

In areas where there are many other people it is useful to be able to identify the group easily. This group identification can be achieved by matching baseball caps, rucksacks, clipboards etc. Students should **not** wear name labels or anything that identifies the names of group leaders.

4.12 Joint Ventures

Joint Ventures with Other Schools

- A journey or a visit jointly arranged with another school is acceptable but it is important that no uncertainty is allowed to arise about roles and responsibilities.
- Staff members from each school should be included in the party and the schools should decide who will be party leader. This will normally be the staff member who is most experienced with visits/journeys or the most skilled as regards the activities being undertaken. If it is not obvious, then it would be normal to choose a staff member from the school with the largest representation.
- Some joint activities are steered by a committee. The committee must ensure that all risk assessments are in place and that all participating schools are aware of the risk assessment and its content.

5. INSURANCE & FINANCE

5.1 Insurance

A visit organiser and the EVC should consider what insurance cover is needed and liaise with the Finance Manager to see if existing policies cover the needs or whether additional cover should be purchased.

In reaching this decision, the following should be considered:

- The need to act in the best interests of students and staff.
- The need to protect the financial interests of parents and the school.

It is the responsibility of the Headteacher to ensure that adequate insurance cover exists for all visits and journeys.

Clear information should be provided for parents, teachers and supervisors about the insurance cover being provided. Individuals may wish to consider taking out additional cover to that provided by the Trust and/or the school.

Teachers may have additional insurance cover through their membership of professional organisations.

Types of Insurance Cover

There are two types of insurance cover that need to be considered in respect of visits and journeys:

- i. Public liability (third party) and professional indemnity insurance. These insurances protect against the cost of claims for negligence made by third parties.
- ii. Travel or journey insurance

This type of insurance provides cover for specified eventualities such as:

- Medical and Emergency Travel Expenses
- Baggage, Personal Effects and Money
- Cancellation and Curtailment
- Personal Accident

Other Issues

Adventure centres

Where visits/journeys involve an activity at an adventure centre, the school must verify that the establishment has adequate public liability insurance cover. It is strongly recommended that the cover should be for a minimum of £5m for each and every claim whilst their instructors are in charge of the students.

Commercial transport

Where a commercial concern is providing transport for a visit/journey, their vehicle insurance will cover students/teachers while they are on the vehicle.

Minibuses

Guidance on use of School minibuses is contained in the Health & Safety policy.

Teachers and supervisors using own vehicles

Whether or not expenses are being claimed, teachers must have informed their insurance company that their vehicle is being used for business purposes otherwise any claim made which relates to the use of the vehicle on school business may be disallowed. The Headteacher should consider whether consent should be obtained before students can be carried in a teacher's private vehicle.

Parents using own vehicles

Provided parents have third party insurance cover (and this is a legal requirement on all drivers) and are not making a charge for the service, they may transport students to sports matches, visits or other school activities. Anyone who is injured in an accident can make a claim against the driver under the third party insurance cover but to succeed they would have to establish that someone involved in the accident had been negligent. Before such transport is provided however, parental

consent should be obtained specifically for the transporting of students in the private vehicles of a non-teacher adult.

Parents involved in transport of this nature should be DBS checked, however, if it is an isolated occasion then standard risk assessment procedures must be adhered to. Organisers should ask to see a copy of the drivers licence and insurance form to verify that (A) they can drive legally and (B) they are insured to drive.

Safe use of vehicles

The number of people in a vehicle must not exceed that permitted by the law and where seat belts are fitted they must be used. Under no circumstances should a student be transported without using a seat belt. Failure to comply with these legal requirements may result in reduced compensation payments by the insurers. When allocating seats in vehicles, teachers should fully consider whether a student travelling in the front seat could be injured by the airbag should it deploy. Also a student should not travel in the back of a car using a lap belt without specific parental consent.

Alcohol: Drivers of any vehicle should never drink and drive, and should be aware that alcohol can remain in the body for up to 24 hours.

When assessing staffing ratio the driver cannot be counted as a staff member

Package deal insurances

Some companies offering package deals also offer free insurance. Others offer additional insurances for the payment of a premium. It is not always clear if these insurances offer any additional cover and it is prudent that this should be checked with the Finance Officers before involving parents in additional expense (see below).

Travel Package Regulations 1992

These regulations have the aim of improving consumer protection. They are not drafted with schools in mind but it is possible that, in some circumstances, schools could come within the scope of the regulations when organising a journey (but not a visit). At the date of the issue of these guidelines the School is not aware of any reported cases on the regulations as applied to schools.

Queries/Further advice

Organisers are advised to be particularly mindful of exclusion clauses and exemptions when looking at insurance policies. Exceptionally it may be necessary to insure students for special medical conditions. The Finance Officers are available to advise on these and all insurance matters.

Inspecting certificates of insurance

It is recommended that arrangements be made to check that insurance cover exists by inspecting the certificate of insurance.

5.2 Finance and Accounting

Financial Control and Oversight

- i. It is important that all financial and account arrangements for visits and journeys are made in accordance with the School's Finance Procedures. Advice to staff is available from the School Finance Manager.
- ii. The Headteacher and/or their representative are responsible for all funds within or relating to their school and should ensure that appropriate systems are in place to account for all income and expenditure on visits and journeys.
- iii. These systems should be based upon a consideration of the following issues:
 - monies will be paid by Parent Mail or using systems established in each school at prearranged times
 - receipts being issued to parents for monies received;
 - a register of payments being maintained;
 - a system of counter signatures being devised for the receipt and banking of monies (if applicable);
 - monies being banked promptly - for security reasons and to attract interest (if applicable);
 - payments out being recorded;
 - wherever possible vouchers and receipts should be obtained and kept;
 - surplus contributions being repaid to parents;
 - audited accounts being drawn up and presented to the Headteacher and /or their representative and being available to parents on request;
 - funds paid for school journeys/visits should appear under a separate heading.

Cheque & Cash Requests:

Procedures for requesting cash or cheques can be found by consulting the Financial Managers

Charging and Voluntary Contributions

All charges levied from parents for visit s/journeys and all voluntary contributions sought from parents for visits/journeys must be in accordance with the school's charging policy. It is a requirement that a visit/journey should not be intentionally 'profit-making'. Where it is not possible for a student to attend a visit/journey the curricular aims of the visit must be fulfilled in other ways.

Assistance for Students

It may be possible for schools to secure help for students from unofficial funds or from local charities. Within the Age Weighted Pupil Unit (AWPU), under social deprivation (PPM), there is an allocation which can be used for students receiving free school meals. Consult ELS for further details of allocations.

Costing

- i. An estimate of the cost of the visit/journey should be prepared. This should be in as much detail as possible so that parents are aware of what is covered and (just as important) what is not covered.
- ii. A list of expenditure headings is included in the preparation of costing. This includes the cost of preliminary visits and pocket money.

- iii. It is important to remember that parents will also want to know about the timetable for payments.

Pocket Money

The need for pocket money should be outlined to parents.

Access to Funds/Loss of Funds

Where payments cannot be made in advance by cheque, arrangements must be made for school parties to have access to cash for necessary daily disbursements. These arrangements need to balance the conflicting claims of ready access and security. Whenever possible, funds should be carried in pre-paid card form but if this is not possible, cash holdings, which should be as low as reasonably practicable, should be kept in a secure place or, failing that, distributed amongst the party leader and accompanying staff.

Any loss of funds should be reported to the police and a record kept of the circumstances.

6. Have I forgotten anything?

A checklist for school journey organisers has been developed to ensure key management issues are considered at the early stages. The checklist is split into stages enabling organisers to add timetable requirements to each stage for different categories of visits and journeys in accordance with their own requirements and procedures. Experience shows that for many types of journeys, a planning period of between nine and 12 months is beneficial.

Due regard must always be paid to giving parents sufficient time to enable them to make their contributions. On other occasions, planning can, of course, be accomplished over a much shorter period but organisers will always need to bear in mind the Trust and school's requirement that it is given at least six weeks' notification of all visits and journeys involving adventurous and hazardous activities.

It is good practice for organisers to have a copy of the school checklist and timetable at the front of their visit/journey file and to mark off each item as it is cleared. In the absence of the organiser, this will also enable someone else to quickly check what position has been reached.

A copy of the Risk Assessment/documentation should also be left at the school.

The checklist for Educational Visits is attached to this policy.

7. Emergencies

Procedures for handling emergencies on an Educational Visit are contained in the Schools' Emergency Response Procedure.